



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Raymond Lisiecki, Vice Chair
Damin Sutherby, Clerk
Thomas L. Cooke
Bruce Panilaitis
Laurence Sanford

Meeting Minutes for January 30, 2014

1) Call to Order

The meeting was called to order at 7:02 p.m. by David Aznavoorian, Chairman, at the Tewksbury Police Headquarters. Present were Raymond Lisiecki, Thomas Cooke, Larry Sanford, and Bruce Panilaitis. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Damin Sutherby was not in attendance.

2) Town Manager and Finance Director Reports

Transfer Requests

| No. | Amount | To | Reason |
|-------|-------------|--|---|
| GFR-2 | \$20,000.00 | Capital Outlay Fire Replacement Vehicles | Non refundable deposit on two (2) twin 2008 Pierce Fire Engines with 13,000 and 12,000 on them for sale in Texas. Each will cost \$330,000 to purchase with additional costs for modifications to be made plus \$10,000 per truck to ship them to Massachusetts. Further funding to purchase them will be sought at the Special Town Meeting in May |

Present was Fire Chief Michael Hazel. Mr. Montuori explained that both Martel Welding and McDevitt have looked at the current fire trucks and neither was interested in doing the work as it was beyond their scope. The Fire Chief and other staff members have visited Texas to look at the fire trucks to ensure they will fit Tewksbury's needs. It was suggested that the trucks not be driven here and rather be transported by a flatbed truck. Chief Hazel noted that the trucks will also need some minor work and the staff will need to be trained on operation. Mr. Lisiecki asked if there is an estimate for the modifications and Chief Hazel explained that he is still working on this.

Mr. Montuori noted that there will also be a warrant article at the special town meeting for additional funds. Chief Hazel explained that these are upscale trucks that the Town of Tewksbury could not normally afford to purchase. The life expectancy of the trucks is 20 years if they are maintained properly. Chief Hazel noted that he is meeting with a pressure wash company tomorrow to see what they have to offer for cleaning the trucks.

Mr. Sanford asked if the trucks come with warranties. Chief Hazel explained that he is trying to reach Caterpillar to see if they will extend the warranties as the trucks have not been used much. Chief Hazel noted that the Texas fire chief also gave them some equipment that they were upgrading or no longer using (radios, etc.).

Mr. Cooke asked what the nonrefundable \$20,000 is for and if there is transportation insurance. Mr. Montuori explained that the \$20,000 will not be paid until the bid documents are received. There are other communities interested in purchasing the trucks and they have agreed to hold the trucks for Tewksbury until July. Chief Hazel explained that Tewksbury does not actually own the truck until it arrives in Tewksbury. If the trucks cannot be provided as agreed, the \$20,000 will be refunded.

MOTION: Mr. Cooke made the motion to approve Reserve Fund Transfer No. GFR-2 in the amount of \$20,000; seconded by Mr. Lisiecki and the motion carried 5-0.

Mr. Lisiecki suggested a press release be made regarding the trucks as this transfer may not be fully understood by someone who has not received the information presented tonight.

| No. | Amount | To | Reason |
|-------|-------------|--|---|
| GFR-1 | \$12,000.00 | Capital Outlay Fire Replacement Vehicles | To purchase a 1994 fire truck from the Town of Wilmington to replace a front line fire truck that is out of service |

Mr. Montuori noted that the radios on the Wilmington Fire truck are worth \$6,000.00 alone. Mr. Cooke asked if the truck currently passes inspection and if it will be operational for 3-5 years and Mr. Montuori confirmed this. Mr. Lisiecki suggested keeping the Wilmington truck as a reserve. Chief Hazel will look into this option when the time arrives. Chief Hazel explained that there is a possibility that the engine, metal,

etc. may have some salvage value. This will be looked at once Mr. Montuori has declared the trucks a surplus.

MOTION: Mr. Cooke made the motion to approve Reserve Fund Transfer No. GFR-1 in the amount of \$12,000; seconded by Mr. Lisiecki and the motion carried 5-0.

Chief Hazel thanked the Committee members for working with the Fire Department over the years.

Snow and Ice Overage Report

Mr. Lisiecki noted that sand and salt was purchased twice in December and again on the 16th. Mr. Montuori noted that it has been a bad winter. Mr. Cooke asked about the \$67,000 charge in maintenance and requested a breakdown of this amount including the vehicle number that received the work. Mr. Montuori will provide this information.

MOTION: Mr. Cooke made the motion to approve the snow and ice overage report in the amount of (\$329,692,02) through January 30, 2014; seconded by Mr. Panilaitis and the motion carried 5-0.

FY15 Budget Development Update

Mr. Montuori provided each of the members with an electronic copy of the proposed FY15 budget and reviewed what information can be found on the discs. Mr. Montuori will be presenting his proposed budget to the Board of Selectmen on February 3, 2014 and invited all Finance Committee members to attend. The total FY15 budget is approximately \$91,031,991; which also includes the school department. There is an additional \$2,205,339 in new revenue. Of which, \$1,323,203 will go to the school department and \$882,136 will go to the town side. Mr. Montuori reviewed some of the changes in the budget which include but are not limited to: funds added to the tax collector budget for tax titles, house the Assessor's software on cloud rather than in house, an additional police officer for the police department, increased pay for police IT, three seasonal employees for the DPW to clean up the parks and streets, replace Town Engineer, 5% increase in health insurance, \$5,000 increase for administrative services director, 2% salary increases, etc.

Mr. Cooke noted that there will now also be a resource officer at the Wynn Middle School and discussed the history of the resource officer at the High School. Mr. Cooke noted that the High School resource officer is one of the highest ranking officers in Tewksbury with one of the best educations and questioned whether funds are being spent appropriately.

8:01 p.m. Mr. Panilaitis left and did not return.

Mr. Lisiecki inquired about the public library and asked if the required hours will be met in FY15. Mr. Montuori explained that the hours will still be short of the requirement; however, he would like to see money put into the library budget over time. Discussion took place on possibly opening the library on Sundays and the costs associated with this.

3) Committee Member Reports (as applicable)

Mr. Aznavoorian noted that the members have been provided with a copy of the financial policy that was approved by the Board of Selectmen. Mr. Aznavoorian suggested the members review the policy and provide any input at a future meeting.

Computer Services

Mr. Montuori noted that a new IT Director, James Beant, has been hired and is expected to start on February 10, 2014.

Green Committee

Mr. Cooke noted that the Committee will likely be partnering with NMCOG for the DOER grant. Source One has been discharged and Guardian has been brought on board as a consultant.

Economic Development Committee

Mr. Sanford noted that the Route 38 corridor study is currently the EDC's main priority. The committee recently voted to increase the membership from 5 to 7 members. Two new members have been appointed and the Committee is expected to meet again on February 11, 2014.

4) Approval of Meeting Minutes

MOTION: Mr. Cooke made the motion to approve the November 14, 2013 and December 5, 2013 meeting minutes as presented; seconded by Mr. Lisiecki and the motion carried 4-0.

5) Approval of Payment of Recording Secretary and Time sheet

MOTION: Mr. Cooke made the motion to approve the recording secretary's time sheet in the amount of \$125.51; seconded by Mr. Lisiecki and the motion carried 4-0.

6) Future Proposed Meeting Dates

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|-----------------------------|--|
| Thursday, February 6, 2014 | 7:00 p.m. Police Station Community Room |
| Saturday, February 8, 2014 | 9:00 a.m. Pike House |
| Thursday, February 13, 2014 | 7:00 p.m. Police Station Community Room |
| Thursday, February 27, 2014 | 7:00 p.m. Police Station Community Room |
| Saturday, March 1, 2014 | 8:30 a.m. Tewksbury Memorial High School |
| Thursday, March 6, 2014 | 7:00 p.m. Police Station Community Room |
| Thursday, March 20, 2014 | 7:00 p.m. Police Station Community Room |
| Thursday, March 27, 2014 | 7:00 p.m. Police Station Community Room |
| Thursday, April 3, 2014 | 7:00 p.m. Police Station Community Room |

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 8:36 p.m.; seconded by Mr. Sanford and the motion carried 4-0.

Approved: March 6, 2013

Documents Presented and/or Discussed January 30, 2014

- 1) Reserve Fund Transfer Numbers GFR1 and GFR2
A copy can be found at the Finance Department
- 2) Snow and Ice Overage Report through January 30, 2014
A copy can be found at the Finance Department
- 3) Town Manager's Proposed FY15 Budget
A copy can be found at the Finance Department or with the Town Manager
- 4) Financial Policy
A copy can be found at the Finance Department or with the Town Manager
- 5) Meeting Minutes of November 14, 2013 and December 5, 2013
A copy can be found at the Town Clerk's Office or with the Recording Secretary
- 6) Recording Secretary Timesheet
A copy can be found with the Finance Department or with the Recording Secretary